

Job Description	
Post:	Cross-functional Lead: Safeguarding, SEND & Investigation
Pay scale:	Grade 9
Responsible to:	Head of Governance
Main Location:	Based at Trust HQ in Bury with travel to schools across the Trust in Bolton, Bury, Rochdale, Salford and Wigan
Role Purpose	
• Provide targeted safeguarding capacity to support schools of concern identified through audit or review. • Work directly with headteachers and DSLs, providing both support and appropriate professional challenge. • Lead and support complex complaints and investigations, particularly those involving safeguarding and SEND. • Ensure safeguarding responses and investigations are robust, compliant, and defensible. • Strengthen alignment between safeguarding practice and governance oversight, ensuring clear visibility of risk and outcome.	
Main Duties	
Safeguarding Assurance & School Improvement: • Provide intensive, short-term support to schools where safeguarding risk or weaknesses have been identified. • Undertake reviews and follow-up monitoring, including dip sampling of CPOMS and safeguarding practice. • Work alongside school leaders to strengthen safeguarding systems, culture and compliance, ensuring compliance with statutory safeguarding expectations, including DSL responsibilities and KCSIE requirements. • Identify, escalate, and track risks to ensure improvement is secured. SEND Assurance & Practice Review: • Evaluate SEND provision, including SEN Support, EHCP implementation, and engagement with families. • Work with schools to improve the quality, consistency, and effectiveness of provision. • Identify recurring issues and systemic concerns, informing wider Trust improvement priorities. Complaints & Investigations (Safeguarding/SEND): • Lead and coordinate complex and escalated complaints investigations. • Provide specialist support and guidance to headteachers and Chairs of Governors.	

- Ensure investigations are thorough, evidence-based, compliant with statutory guidance, and conducted with objectivity and sensitivity.
- Capture learning and identify themes to improve future practice.

Governance, Reporting & Assurance:

- Ensure complaints and safeguarding matters are managed in line with policy, timescales, and expectations for fairness and transparency.
- Produce clear, high-quality reports and briefings for senior leaders and governance.
- Strengthen visibility of risk, patterns, and outcomes across the Trust.

Flexible & Bespoke Project Support:

- Undertake discreet, time-limited projects aligned to Trust priorities, including those arising from audit findings, emerging risks, or specific school issues.
- Provide surge capacity for critical incidents or periods of heightened demand.
- Support targeted deep-dives or thematic reviews (e.g. safeguarding culture, SEND vulnerability, compliance).
- Deliver focused interventions where cross-functional expertise is required.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the Trust's policies and ethos.
- Establish effective working relationships with professional colleagues both at Trust level and as part of the Trust's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance with the Trust's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
- The role will be a mix of working on site at our primary schools initially, and at Trust Headquarters. A valid driving license and access to a vehicle is necessary to fulfil this role.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, R References, I Interview, C Certificate, D Desirable, A Application		
	Essential / desirable	Evidence
Qualifications		

GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I/C
Educated to degree level or equivalent relevant knowledge and experience	Desirable	A/I/C
Level 4 certificate in Academy Governance	Desirable	A/I/C
Evidence of Continuous Professional Development	Essential	A/I
Knowledge & Experience		
Understanding of complaints procedures and governance frameworks	Essential	A/I
Experience of working within schools, a multi-academy trust, or a local authority context	Essential	A/I
Experience of managing complex and/or sensitive investigations	Essential	A/I
Technical Skills & Ability		
Strong analytical and problem-solving skills, with the ability to identify risk, patterns and themes	Essential	A/I
Ability to provide constructive challenge alongside practical support	Essential	A/I
Excellent communication skills, including managing sensitive situations with families and stakeholders	Essential	A/I
Ability to manage complex workloads and competing demands and priorities	Essential	A/I
Strong written communication skills, including high-quality report writing	Essential	A/I
Special working conditions		
Availability for meetings outside core business hours	Essential	A/I
Willingness to travel across Trust schools	Essential	A/I
Full driving licence and access to own car with business insurance or ability to attend meetings off-site	Essential	A/I/C
Personal characteristics		
Commitment to safeguarding and improving outcomes for vulnerable pupils	Essential	A/I/R
Professional integrity, discretion, and sound judgement	Essential	A/I/R

Resilient, adaptable, and able to operate across multiple functions and priorities	Essential	A/I/R
Credibility to work effectively with school leaders and governance	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R